



# Personnel Action Report - SRPA/SRPMM

<b>For New Hires:</b>	
Previously employed by the City?	
Yes	No

## 1. General Information: *Complete this section for all actions*

Employee Name	Employee Number	
Job Title	Date Effective <b>REQUIRED</b>	% FTE <b>REQUIRED</b>
Department/Division Routing Number <i>(select from dropdown)</i>		Payroll Approval Queue <i>(select from dropdown)</i>

## 2. Select an Action: *Select the action you want to take and write a detailed description. Then, complete any other required sections for that action.*

<b>HR Use Only: Employee is:</b>	
PEPRA	Non-PEPRA

<b>2A. Change in Employment Status</b> <i>Requires Section 3</i>	<b>2B. Change in Appointment of Pay</b> <i>Requires Section 3</i>	<b>2C. Other</b> <i>Requires details only</i>
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Details *(describe the reason for the change)* **REQUIRED**

## 3. Salary: *This section is required for Actions 2A and 2B above. Please use the most [recent salary schedule from the Employee Website.](#)*

From <i>(Current Grade Code)</i>	To <i>(New Grade Code)</i>
Current Step	New Step
Current Salary <i>(Hourly Rate for part-time)</i>	New Salary <i>(Hourly rate for part-time)</i>

**Additional Pay (Premium, etc.)** *Select Additional Pay types*

- |  |   |  |  |
|--|---|--|--|
| <b>POLICE</b><br>pd hol - PD Holiday Non-Cash<br>flu2 / flu2p - 2.5% Conv Fluency<br>pbil / ppbil - 5% Police Bilingual<br>bexp / bxpp - 10% Exp Bilingual | det / detp - 5% Detective Pay<br>ed1 / ed1p - 3% Int Certificate ed2 / ed2p - 7.5% Adv Cert<br>ed3 / ed3p - 3% Dispatch Cert<br>ed5 / ed5p - 4% Dispatch Cert<br>ed4 / ed4p - 5% Rclds Supv Cert<br>edmm / edmmp - \$264.50 Mgmt Edu<br>fet / fetp - 1% Field Evid Tech<br>fto / ftop - 2.5% Field Training | haza / hazap - 5% Hazard Pay<br>hnt / hntp - 1% Hostage Negot<br>k9 / k9p - 5% Canine Hndlr Prog<br>mait / maitp - 1% Maj Accdnt Inv<br>sdat / sdatp - 2.5% Self-Def & Tact<br>swat / swatp - 2.5% SWAT<br>25 / 25p - OC - 5% out of class | <b>OTHER (HR USE ONLY)</b><br>life50 - Mgmt Life Ins Non-Cash<br>mp5 / mp5p - 5% Merit Pay |
|--|---|--|--|

## 4. Cost Codes: *If you selected New Hire, Reclass/Promo/Transfer or Add/Change in Cost Code in Section 2, complete this section. Enter the cost codes for this employee, a percentage for each, and, if available, a program name.*

Cost Codes *(include %)*

## 5. Signature: *The department and HR Director must sign all PARs. The City Manager must sign PARs for the following actions: New Hire above step C, double step increase, Demotions/Suspensions and Leave with Pay.*

Department Director	Date	City Manager	Date
HR	Date	HR Director	Date